

## Judicial Commissioner

### **Nature of Work**

This is responsible legal and law enforcement work assisting with Circuit and Sessions court operations in Sevier County. Activities associated with the job include coordinating and assisting with the issuance of arrest warrants, search warrants, failure to appear warrants, summons, orders of protection etc., setting bonds for individuals in custody, assisting with General Sessions and Circuit court operations and serving as a liaison between the judges, law enforcement agencies, inmates in custody and the public. Additional activities include interacting with court officers and law enforcement personnel, determining if there is sufficient evidence to issue warrants and/or citations and insuring that the correct TCA codes are utilized on all legal documents. Job responsibilities require strong organizational, decision-making and interpersonal skills, considerable knowledge of the procedures involved with the issuance of warrants, orders of protection, citations, etc. for individuals suspected of criminal activity and the legal processes and protocols associated with criminal and civil cases coming before the court. Job performance is evaluated by the Judicial Commissioner Supervisor and General Sessions Judge(s) through review of knowledge and expertise in legal proceedings, efficiency and effectiveness of court operations, ability to interact successfully with law enforcement personnel, defendants, attorneys and the public, organizational and decision-making skills, and knowledge of legal procedures and protocols associated with General Sessions and Circuit Court operations.

### **Illustrative Examples of Work**

- Adheres to operational policies and procedures established to insure the effective and efficient delivery of legal services for General Sessions and Circuit Court.
- Assists with the preparation and issuance of warrants for individuals suspected of criminal activity in Sevier County.
- Ensures the proper enforcement of established legal standards and procedures pertaining to the issuance of warrants, summons, search warrants, orders of protection, etc.
- Assists with setting bonds for individuals arrested for alleged criminal activity when necessary.
- Perform initial appearance duties including advising defendants of charge(s), arraignment dates, setting bail and/or holding the defendant.
- Issues ex-parte orders of protection and issues petitions for orders of protection when Circuit court is closed.
- Transfers summons, warrants and orders of protection to the proper department.
- Signs warrants on behalf of Federal magistrates when they are not available.
- Assists with entering warrants into the log and updates as necessary.
- Attends Judicial Commissioner Association meetings to remain current on all proposed and/or enacted legislation pertaining to the roles and responsibilities of Judicial Commissioners (minimum of 12 hours annually).

- Maintains records and supporting documentation of all activities performed on the job including warrants issued, bonding arrangements, hours worked, etc.
- Assists with issuing failure to appear warrants for individuals not meeting Court appearance obligations.
- Makes decisions regarding the establishment of probable cause, evidence available to issue warrants, citations, orders of protection, etc.
- Serves as a liaison between the judge's office, law enforcement personnel, inmates in custody and the public.
- Assists the public by answering incoming calls, explaining court proceedings and providing general information regarding General Sessions and Circuit Court operations.
- Stamps file orders, petitions and motions of the court.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school supplemented with additional coursework and training in criminal justice, law enforcement, public administration or closely related field; a minimum of three years experience working in court operations and/or law enforcement; strong decision making, organizational and interpersonal skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Thorough knowledge of TCA Section 40-1-111 through 40-5-201 pertaining to the appointment of Judicial Commissioners by the county legislative body.
- Thorough knowledge of all legal transactions and proceedings associated with General Sessions and Circuit Court operations including applicable sections of the Tennessee Code Annotated, general manual for Clerks of the Courts and Local Rules of the Court.
- Thorough knowledge of federal, state, and local laws pertaining to the rights of defendants, victims and witnesses involved in legal matters before the court.
- Thorough knowledge of the statutes pertaining to bonding companies and the forfeiture of bonds for failure to appear violations.
- Thorough knowledge of the statutes applicable to defendants involved in civil and criminal matters before the court and/or placed on probation, public service requirements, etc.
- Thorough knowledge of the laws and regulations pertaining to the supervision of individuals placed on probation.
- Thorough knowledge of the regulations governing the preparation and issuance of warrants for individuals suspected of criminal activity.
- Considerable knowledge of Tennessee Supreme Court rule 10 – Rules of Judicial Conduct.
- Considerable knowledge of Chancery Court, Juvenile Court and probate Court procedures and jurisdictions.
- Considerable knowledge of services available to victims i.e. Safe Place, Legal Aide, etc. and how to make referrals when necessary.
- Considerable knowledge of the Magistrate's Domestic Bench Book.

- Ability to consistently adhere to all policies, procedures and protocols associated with General Sessions and Circuit Court operations.
- Ability to interact in a tactful and professional manner with defendants, witnesses, family members, law enforcement personnel, attorneys and the public.
- Ability to prioritize job related activities to insure the efficient operation of the court and completion of all assignments in a timely and thorough manner.
- Ability to respond quickly and effectively to inappropriate and/or violent behavior when required.
- Ability to consistently make timely and appropriate decisions regarding the sufficiency of evidence, determination of probable cause, etc.
- Skill in diffusing difficult and/or potentially dangerous situations.

### **Necessary Special Requirements**

- Possession of a valid Tennessee Driver's License and the ability to obtain insurance at standard vehicle liability rates.
- Certification as an appointed Judicial Commissioner every year.
- Membership in the Judicial Commissioner Association.
- All personnel are required to maintain the highest standards of integrity, honesty and ethical behavior and conduct themselves in a professional and courteous manner at all times whether or not they are performing job related duties.
- Must be at least 21 years of age.
- Certification by a qualified professional in the psychiatric or psychological fields as free of all apparent mental disorders as described in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association.
- Certification by a licensed physician designated by the county as physically capable of performing necessary duties.
- Fingerprints must be on file with the Tennessee Bureau of Investigation.
- Must be a United States citizen.
- Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Cannot have been released or discharged under any other than honorable discharge from any of the Armed Forces of the United States.